

**MINUTES OF THE GENERAL MEETING
OF THE BIGFORK COUNTY
WATER AND SEWER DISTRICT**

The general meeting of the Bigfork County Water and Sewer District was held on July 8, 2015 at the District office.

ATTENDANCE

Directors: Mark Langlois, Gene Helberg, Bob Keenan, Bob Hand and Mike Houtonen
District Employees: Julie Spencer, Andy Loudermilk and Vickie Hemphill
Engineering: Jeff Cicon from Morrison Maierle
Other Attendee(s): Seth Price

President Langlois opened the July meeting at 7:00 p.m. The minutes of the June Board Meeting were reviewed for approval. Keenan made a motion to approve, Helberg seconded and it was unanimously

RESOLVED that the minutes for the June 2015 Board Meeting be approved as written.

PUBLIC COMMENT No public comment at this meeting

MANAGERS AND OPERATORS REPORTS

Julie presented the Directors Report, explaining the water loss and billing figures. Pumping figures continue to be quite high due to lack of rain. Vickie explained the June adjustments and past dues. Julie reviewed the financial reports. The budget figures should be at 100% and final numbers were reviewed. Six checks were written between meetings; to Assurant Health for Andy and Sergio life insurance; for the Ramsfield water project loan; to Charter for a rate increase difference; to Staples for office supplies; to Cody Repnak for his final mileage payout and to USPS for mailing the June bills. Claims submitted to the directors for approval included payments to Flathead Publishing for the water rights public notice and annual CCR publication; Mountain High Construction for re-roofing the old plant; to Les Schwab for Jimmy tires; to Q Business for envelopes and bill cards; to Thatcher for chlorine to clean the WWTP filters; to Doug Thole for work to repair the bridge sewer line; to DC Frost Associates for UV system maintenance in the MBR plant; to Bryan Gilbertson for medical reimbursements; to Bigfork Tool Rental for a sewer snake for 1171 Lake Pointe Dr.; and to MACO/JPIA for the District's FY 2016 Insurance.

Andy's report was reviewed without questions.

President Langlois called for a motion to approve the Managers' and Operators' reports, payables and other disbursements. Houtonen made a motion, Keenan seconded, and it was unanimously

RESOLVED that the Managers' and Operators' reports, payables and additional disbursements be approved.

OLD BUSINESS

Engineering Report – presented by Jeff Cicon with Morrison-Maierle

Water System PER Update – The TSEP planning grant of \$15000 was approved and will require matching funds from the District. Cicon presented Task Order #26 for approval. This Task order is to update the 2010 PER to current requirements and priorities. President Langlois called for a motion to approve. Keenan moved, Houtonen seconded and it was unanimously

RESOLVED that Task Order #26 be approved and signed.

Wastewater System Improvements – Cicon met with Andy to visit the lift stations and discharge points and to review as-builts. He plans to complete a topographic survey, review pumping records, etc., to determine the future needs.

Sludge Farm Well Water Rights – Public notice was published in the Bigfork Eagle on June 24, 2015. The deadline for objections is August 7.

Water Rights for New Well(s) – Morrison Maierle will use the same water pumping and usage data for the other wells combined with District growth projections for the water rights application.

NEW BUSINESS

Odor Issues at the Brewery – Keenan asked about the odor issues at the Brewery's waste treatment system. Many residents believe it's the District's MBR plant. The Brewery's plant had a major upset recently and had to be pumped out by A1. There was discussion about whether an ozonator might help them with their problem.

Miscellaneous – President Langlois inquired about whether a new lawnmower had been purchased. Julie stated that, although it is on the list, there has been little time to buy one. Also discussed was the puddle of standing water near the Branding Iron Station. The recent rain did not seem substantial enough to create the ponding. That area catches a lot of drainage, so that might explain the puddle, but the remaining valves on that old line are on the watch list.

Houtonen Resignation – After 23 ½ years of service, Mike Houtonen addressed the Board to announce his plan to retire effective at the conclusion of the July meeting. He expressed his wish to appoint Seth Price to serve the remainder of his term. Director Keenan thanked Mike for his service saying he was obviously a huge asset to the Board over the years. President Langlois called for a motion to approve the changes. Keenan moved, Helberg seconded and it was unanimously

RESOLVED that Seth Price be appointed to finish the current term of office for Michael J. Houtonen effective as of the conclusion of the July meeting. Mr. Price was welcomed to the Board.

COMMITTEE REPORTS

Annexation, Main Extensions & Construction – The new roof on the old plant is almost complete. There was discussion about the poor shape of the old roof and that the purlins that were rusted through had to be reinforced or replaced. The contractor, Peter Hoveland, did very good work.

District Investments – No committee meeting, but Houtonen requested Price also take his seat on the Investment Committee with Mark Langlois.

Employee Insurance Compensation & Certification

- *Employee Handbook* – the committee is still reviewing the new handbook, but will attempt to have this ready for approval at the August meeting.
- *Employee Resignation* - Cody Repnak is no longer with the District and John Inabnit submitted his resignation as of July 15, 2015. Helberg and Langlois met with Julie and recommended the District hire at least one replacement and suggested a recent interviewee be contacted to see if he was still available and interested. Several calls were not returned, so Langlois asked Julie to try calling his workplace to see if he was still there or had changed jobs. If not available, the committee recommended re-advertising the position with the job service, the newspaper or possibly Craig's list.

Rate Structure / Budget – Re-Use Rates are in use but Julie is still working to fine tune.

Rules & Regulations – Re-Use Rules in progress.

Safety – No safety meeting was held.

Farm Land – There has been no word about whether Broston will be staying on.

Communications

- *DEQ violation Letter* – Vickie pulled a bad water sample in May, which triggered three resamples. All were clear, indicating no coliform issues, but the bad sample triggered the Groundwater Rule requiring a sample of each well be submitted along with the resamples. This caused a sampling violation. As of the meeting the required samples were taken to the lab and were all clean which cleared the violation.
- *Assurant Health* – As of December 31, 2015, John Alden will be terminating all small group major medical policies. Lynn Walker will be looking for an alternative plan.

President Langlois called for a motion to adjourn. Hand motioned, Houtonen seconded and it was unanimously

RESOLVED that the general meeting be adjourned at 7:37 p.m.

Secretary, Vickie D. Hemphill

President, Mark Langlois